

Tutors, Superintendents, and Administrators,

For those continuing participants in the State Tutoring Program, this email covers the updated information for the spring 07 round of tutoring. For those who are new to the program, please read the Cover Letter for a more complete picture at <http://www.ade.az.gov/asd/StateTutoring/CoverLetter.doc> .

#### ELIGIBILITY

- 1) All pupils, regardless of academic ability, attending an underperforming or failing school identified by AZ LEARNS Achievement Profile 05-06 are eligible for tutoring through the State Tutoring Program. If there are more students than tutors, student selection should be first come-first served, no ranking by grades or academic ability. OR
- 2) Ninth-10<sup>th</sup> graders who did not pass the 8<sup>th</sup> grade AIMS and 11-12<sup>th</sup> graders who did not pass the fall 06 high school AIMS in order to graduate are eligible.

#### GRANT

For those superintendents/administrators who have decided to fund the tutoring program through the State Tutor Fund

- Spring grant will become active on January 8 and close on February 23. If the decision has been made to have

ADE pay the tutors directly, a grant application is not necessary.

#### CERTIFICATE OF SUPPLEMENTAL INSTRUCTION

By now the principal or administrator should have signed all the certificates for the students tutored. Tutors should complete a new Certificate for each student for the spring round of tutoring. Blank Certificates can be found at

<http://www.ade.az.gov/asd/StateTutoring/CertificateofSupplementalInstruction.doc> .

ONLINE PROGRAM IS OPEN FROM JANUARY 8 - APRIL 27 AT 3:30 P.M.

Online program changes will be in effect either when the program opens or shortly after.

- 1) Home page: *System Directions* page contains the steps to navigate the program. Q &A is new piece.
- 2) *Register a Student* section: Questions now reflect eligibility for 9-10th graders by not passing 8th grade AIMS. If attending a school labeled underperforming or failing is the basis for eligibility, that response ends the page.
- 3) *Add a Session* section: *Phone call* is added to *meeting with parent and student to discuss the Certificate* and a scenario is given to help a tutor know how to enter sessions.
- 4) *Review Sessions* section: In the area where the tutor marks student academic improvement, color coding highlights the fact that the tutor has not marked academic improvement.

#### TUTOR QUALIFICATIONS revision

Instructional staff must be comprised of highly qualified teachers as defined by NCLB. Tutors must complete the HQ Attestation that demonstrates they are HQ as defined by NCLB in reading/language arts and/or mathematics. For providers who are unable to find sufficient tutors who meet the demand, the following categories of personnel **shall** be used as tutors in the subjects as listed. Providers must maintain documentation that sufficient attempts to recruit HQ tutors were unsuccessful.

- BA/BS graduate or college student with 12 credits in math (for tutors of HS/middle school math)
  - BA/BS graduate or college student with 12 credits in English (for tutors of HS/middle school reading and/or writing)
  - College student with 60 credits toward degree in Elementary Education for work with elementary/middle school students and appropriate HS special ed. students
  - HQ instructional aide (per Section 1119 of NCLB) employed by a school district or charter school
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Writing of "exceptions" paragraph to explain selection of non-HQ teacher as tutor is no longer required; however, HQ Attestations and backup documentation (i.e. transcripts) for all tutors are.

If you are a tutor and do not meet the qualifications above, you cannot provide services.

#### FALL 06 PAYMENT OWED

1) Checks go out around **January 1** for those tutors who entered data online, answered the student improvement question, and turned in the Statement of Assurances, Substitute W-9, and Service Agreement (not required for tutors at districts/charters that completed a grant or outside providers).

2) Registered tutors who did not enter or finish entering data online, may go to our website at: <http://www.ade.az.gov/asd/StateTutoring/> for the steps and spreadsheet in order to be paid. Those documents will be available after January 2, 2007.

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